



**Superstorm Sandy Helpline
1-855-NYS-SANDY**

Dear Provider:

December, 2012

To all child day care providers impacted by Superstorm Sandy, the Division of Child Care Services staff send our wishes that you stayed safe and lost little. To those providers who were not so fortunate, we hope that you are getting the help you need and starting to recover. With that in mind, we are sending you this letter, packed with resource information, to make sure you are aware of what help and support is available to you in your area of the state.

The Federal Emergency Management Agency (FEMA) is offering disaster assistance that may cover damages that your insurance doesn't. That is why individuals affected by Superstorm Sandy are urged by FEMA to apply for assistance even if you have insurance. **The deadline for individual claims is December 31, 2012.**

What information do you need to apply for FEMA?

Individuals ↓	Private Nonprofit Businesses ↓
Your Social Security Number	See detailed guidance at: http://www.dhSES.ny.gov/oem/recovery/ .
Current and pre-disaster address	Application can be found at: http://www.fema.gov/library/viewRecord.do?id=2658
A telephone number where you can be reached	The deadline for Private Nonprofit applications is as follows: <u>December 30, 2012</u> (Bronx, Kings, Nassau, New York, Queens, Richmond and Suffolk Counties); <u>January 1, 2013</u> (Rockland and Westchester Counties); <u>January 12, 2013</u> (Orange, Putnam, Sullivan and Ulster Counties).
Total household annual income	All Private Nonprofit forms must be mailed to: Public Assistance Section New York State Office of Emergency Management ATTN: John Grubsick 1220 Washington Avenue Building 22, Suite 101 Albany, New York 12226-2251 Phone: 518-292-2293 or 518 292- 2290 Fax: 518-322-4984
A routing and account number from your bank (if you want funds transferred into your bank account)	
A description of your losses that were caused by the disaster	

How to Apply for FEMA Assistance (Individuals)

You can apply for FEMA assistance by registering online at www.DisasterAssistance.gov, or by tablet or smartphone at m.fema.gov. Register by phone by calling 800-621-FEMA (3362). If you have a speech disability or hearing impairment and use a TTY, call 800-462-7585 directly; if you use 711 or Video Relay Service (VRS), call 800-621-3362. Again, **The**

DEADLINE to file an individual FEMA claim is December 31, 2012. You can also check the status of your application at the web link above.

You can also file for FEMA assistance at any of the DISASTER RECOVERY CENTERS (DRC). For information about the location of DRC's go to <http://www.fema.gov/disaster-recovery-centers> or call **1 800-621-3362**.

What to Expect after You Have Filed with FEMA

After you file for assistance, you are issued an identification number. Each accepted claim is assigned to a FEMA Public Assistance Coordinator, who is responsible for setting up a "kick-off" meeting with each applicant. At the Kick-off, more detailed information is gathered about the damages and the plan to repair the damages.

Important Information

- There is **never a fee to apply** for FEMA disaster assistance or to receive it.
- There is **never a fee for FEMA or U.S. Small Business Administration property damage inspections**.
- **Please be aware:** Government workers will never ask for a fee or payment. They wear a photo ID. Watch out for middlemen who promise you will receive money, especially if they ask for an up-front payment.

One of the dire consequences of any disaster for many people is the **loss of important documents**. Often, such documents are needed by the Federal Emergency Management Agency (FEMA) and state emergency services in order to process assistance applications for those who suffered losses or damage to their homes and belongings.

For copies of your utility bills, bank records, insurance policies, mortgage payments and the like, call the appropriate firm and speak to a customer-service representative.

If papers are lost - like birth certificates, Social Security cards, drivers' licenses, tax records and so on - you can receive replacements by contacting the following:

- **Birth certificates:**
 - For Five boroughs of New York City:
 - Visit or write to the Office of Vital Records, 125 Worth Street, Room 133, New York, N.Y. 10013. (A photo ID is required both by mail and in person.)
 - The office advises the fastest way to get records is online at [NYC Office of Vital Records](#), [Print an Application](#) or [Apply online](#),
 - Phone: (212) 788-4520.
 - New York state (Not including New York City)
 - [Vitalchek](#) This will connect you to a company called VitalChek, which is contracted with the state to handle credit-card orders. There are modest fees involved.
 - Phone: 1-877-854-4481
- **Drivers' licenses:**
 - Visit any New York Department of Motor Vehicles office.
 - To find an office nearby, log onto NYS Department of Motor Vehicles <http://www.dmv.ny.gov/>.
- **Social Security cards:**
 - Phone: 1- 800-772-1213, Monday through Friday, 7 a.m. to 7 p.m. local time.
For TTY users the number is 800-325-0778
 - [US Social Security Administration](#)
- **Tax records:**
 - Federal:**
 - Phone: 800-829-1040, Monday through Friday, 7 a.m. to 10 p.m. local time
 - Internal Revenue Service <http://www.irs.gov/>.
 - New York State:**
 - Phone: 518-457-5181
 - [New York State Department of Taxation and Finance - Sandy Tax Relief Information](#)
 - [New York State Department of Taxation and Finance - General Information](#)

Information about Disaster Loans through the Small Business Administration

SBA provides low interest disaster loans to homeowners, renters, businesses of all sizes and private, nonprofit organizations to repair or replace real estate, personal property, machinery & equipment, inventory and business assets that have been damaged or destroyed in a declared disaster. For more information: Visit SBA.gov - U.S Small Business Administration or contact the SBA Customer Service Center toll-free at 1-800-659-2955.

Frequently asked questions about SBA:

Is disaster assistance still available if I have insurance?

The SBA loans may cover uninsured or under-insured losses. SBA is the federal government's primary source of money for the long-term rebuilding of disaster-damaged private property. SBA helps homeowners, renters, businesses of all sizes, and private nonprofit organizations fund repairs or rebuilding efforts and covers the cost of replacing lost or disaster-damaged personal property. These disaster loans cover losses not fully compensated by insurance or other recoveries and do not duplicate benefits of other agencies or organizations.

How do I apply for a SBA loan?

The SBA application process:

- You may apply in person at any Disaster Recovery Center and receive personal, one-on-one help from an SBA representative.
- You may apply online using SBA's Electronic Loan Application at: <https://disasterloan.sba.gov/ela>
- You may also complete a paper application and mail it to SBA. Discuss the completed application packet with an SBA representative and where to submit the application.

What are the application steps for SBA loans?

If you are applying for assistance for a Presidential disaster declaration, homeowners and renters must register with the Federal Emergency Management Agency to obtain a FEMA Registration ID Number by calling 1-800-621-3362. The speech or hearing impaired may call (TTY) 1-800-462-7585.

Review SBA's disaster assistance FAQ found at <http://www.sba.gov/content/fact-sheet-businesses-all-sizes>.

How long does it take to find out if I am approved for a SBA Loan?

The SBA tries to make a decision within 14-21 days. Make sure the application is complete. Missing information is a major cause of delays.

What if I am not approved or only partially approved for an SBA loan?

You may still be eligible for FEMA dollars if you are not approved for an SBA loan. You can contact FEMA at (800) 621-3362. Persons with speech or hearing disabilities may call TTY (800) 462-7585.

Should I wait for my insurance settlement before I file my loan application?

No. Don't miss the filing deadline by waiting for an insurance settlement.

What does a physical disaster loan pay for that could help my child care program?

Some examples include: Real property, machinery, equipment, fixtures, inventory, and leasing improvements. SBA loans will cover uninsured physical damage. If your property was insured but you are required to apply insurance proceeds to an outstanding mortgage on the damaged property, you can include the amount applied in your disaster loan application.

Important Websites Offering Information concerning Disaster Recovery

The following websites, plus those listed in the attachments to this letter, were put together to assist you in getting answers and finding help with issues associated with the storm.

- The Department of Health website at: <http://www.health.ny.gov/environmental/emergency/weather/hurricane/>. We strongly recommend you read the document called *Frequently Asked Questions* which covers: **Re-entering your home, oil spill issues, cleaning up after a flood, mold, flooded septic systems, disinfecting drinking water wells, flood sediment on outdoor properties, how to safely use a generator** and numerous miscellaneous topics.
- The Office of Children and Family Services, Division of Child Care Services website at: <http://www.ocfs.state.ny.us/main/childcare/default.asp>. Offers the following information: **Returning Home after a Hurricane or Flood**, (English)/ **Cómo ayudar a los niños a confrontar una catástrofe** (Spanish), **Recovering from Disaster**, Guidance from FEMA (English only), **Repairing your Flooded Home** (English Only), **Helping Children Cope with Disasters** (English)/ **Regreso al hogar después de un huracán o una inundación** (Spanish)

Social services districts affected by Superstorm Sandy can expand the child care services they provide to families for the duration of the disaster recovery period. For more information about help available to families and child care providers affected by Superstorm Sandy, please visit this link:

http://www.ocfs.state.ny.us/main/childcare/emergency_planning/hurricane_Sandy.asp

- **Additional assistance and resources**

Locate 70 forms of assistance from 17 federal agencies

<http://www.disasterassistance.gov/disaster-assistance/browse-by-federal-agency>

U.S. Department of Agriculture (USDA)

Eligibility for free meals (school lunch, breakfast, Child and Adult Care Food Program ([CACFP], etc.)

http://www.naccrra.org/sites/default/files/default_site_pages/2012/cacfp_disaster_guidance.pdf

Office of Children and Family Services. Please see the attachments for further information on Superstorm Sandy resources.

Audio Conference Opportunity-Don't miss out!

The Administration For Children and Families, Office of Child Care (OCC) and The Environmental Protection Agency (EPA), Region II **will present an Audio conference on Tuesday December 18th 2012 from 3:00-4:00 on *Clean up: After You Return to Your Child Care Facility.*** Topics will include, **general health and safety issues presented by a pediatrician, how to effectively clean up and sanitize your facility, what to do about mold and children's toys** and other useful information. These will be presented by experts in the field. To listen to this call, dial: (888) 741-3106.

Please have your license or registration ID number available when you call in to the audio conference.

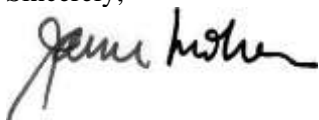
Español : La Administración de Niños y Familias (ACF), Oficina de Cuido de Niños(OCC) y La Agencia de Protección del Ambiente(EPA) de la Región II: presentaran una conferencia electrónica: **La Limpieza Después de Regresar a su facilidad de cuidado de niños** el **Martes 18 de diciembre**, 2012 a las 3:00-4:00pm. Esta conferencia telefónica les ayudara a entender cómo pueden asegurar que su centro de cuidado niños esta preparado para recibir niños. Los presentadores son expertos en salud pública. Los tópicos tocados incluyen: como limpiar su centro infantil después de una inundación, como desinfectar los juguetes y material que usan los niños. Precauciones necesarias si estas usando un generador, y precauciones cuando los niños juegan afuera. **Para escuchar esta conferencia marque el: (888) 741-3106**

La conferencia será en ingles. Por favor has ID de licencia o el registro número disponible cuando llame la conferencia de audio.

This letter will be posted to the Division of Child Care Services website. For easy access, the posted letter will have hyperlinks to all the resources offered in this mailing.

Thank you for keeping the children in your care safe during the storm and for what you do every day in providing a safe and secure setting for the children of New York State.

Sincerely,



Janice M. Molnar Ph.D.
Deputy Commissioner
Division of Child Care Services

Si necesita leer esta carta en español, visite el portal de la División de Servicios de Cuidado Infantil en <http://www.ocfs.state.ny.us/main/childcare/letters.asp>. Si no tiene acceso a la Red o Internet, contacte al encargado de licencias o registros para recibir ayuda.